

Smart Data PROCEDURES MANUAL for Cardholder Assistants

October 2014

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LOGGING INTO SMART DATA FOR THE FIRST TIME

Step 1

Access the Mastercard Smart Data online system through the following internet site

<https://sdq2.mastercard.com>

Please note: Smart Data requires certain Web browsers in order to work properly. It supports the following browsers on Windows 7 and 8:

- Microsoft Internet Explorer versions 8, 9 and 10
- Mozilla Firefox 24 ESR

Step 2

Enter the User ID and Password. Your User ID and temporary password is emailed to you by MasterCard (sdq2@mastercard.com) once the required access is created in Smart Data.

The screenshot shows the 'Sign In to Smart Data' login page. It features a dark red header with the text 'Sign In to Smart Data'. Below the header, there are two input fields: 'User ID:' and 'Password/Passcode:'. A red 'Sign In' button is positioned below the password field. At the bottom left, there are two links: 'Forgot Password/PIN?' and 'Cardholder Self-Registration'. Three yellow callout boxes with red arrows point to the form elements:

1. Type your User ID here (points to the User ID input field)
2. Type your password here (points to the Password/Passcode input field)
3. Click Sign In (points to the Sign In button)

Step 3

For security purposes, you will be prompted to change your password when you first log in.

The screenshot shows the 'CREATE A NEW PASSWORD' form. It features the MasterCard logo and the text 'Smart Data' at the top. Below this, it says 'CREATE A NEW PASSWORD'. The form has three input fields: 'Current Password:', 'New Password:', and 'Confirm Password:'. At the bottom right, there are two buttons: 'Submit' and 'Cancel'. Four yellow callout boxes with red arrows point to the form elements:

1. Enter the password MasterCard had sent here. (points to the Current Password input field)
2. Enter your new password here. It should be at least eight characters in length with a minimum of two numeric characters. (points to the New Password input field)
3. Enter your new password again here for confirmation. (points to the Confirm Password input field)
4. Click Submit (points to the Submit button)

Step 4

The next screen will ask you to set up a Security Question and a Security Answer.

The screenshot shows the 'PERSONAL INFORMATION' section of the Smart Data interface. At the top left is the MasterCard logo. Below it, the text 'PERSONAL INFORMATION' is displayed. A dark grey bar contains the text 'PLEASE UPDATE THE REQUIRED INFORMATION.' with a downward arrow. Below this are two required fields: 'Security Question' and 'Security Answer'. Both fields have a red error message below them: 'The above field is required.' The 'Security Question' field is a dropdown menu. At the bottom of the form are 'Submit' and 'Cancel' buttons. Three yellow callout boxes provide instructions: 1. '1. Select a Security Question from the drop-down menu.' with an arrow pointing to the dropdown. 2. '2. Enter a Security Answer. It is case sensitive and must be at least four characters in length with no spaces.' with an arrow pointing to the text input field. 3. '3. Click Submit' with an arrow pointing to the Submit button.

To reset a Password

A Cardholder Assistant has six attempts to log in with their User ID and password. You will be locked out of Smart Data after six unsuccessful attempts.

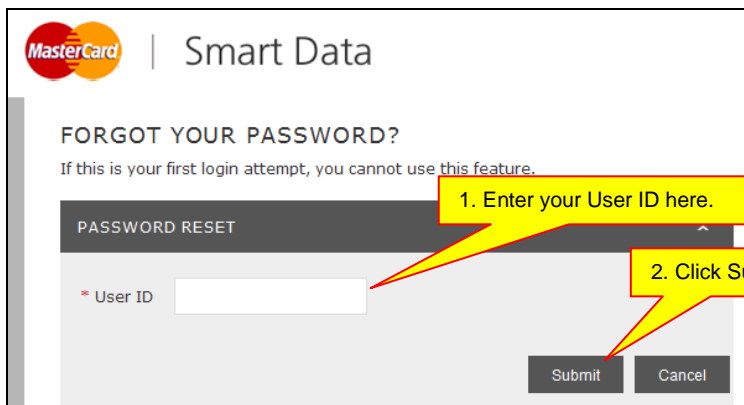
If you have forgotten your password, you can go to the Smart Data login page and click on the “Forgot Password/PIN?” link. To use this function, you should have already set up your Security Question and Answer in your user profile.

Alternatively, you can email QSS CCU for assistance. For QSS CCU contact details, please visit your QSS Customer Site on the below link.

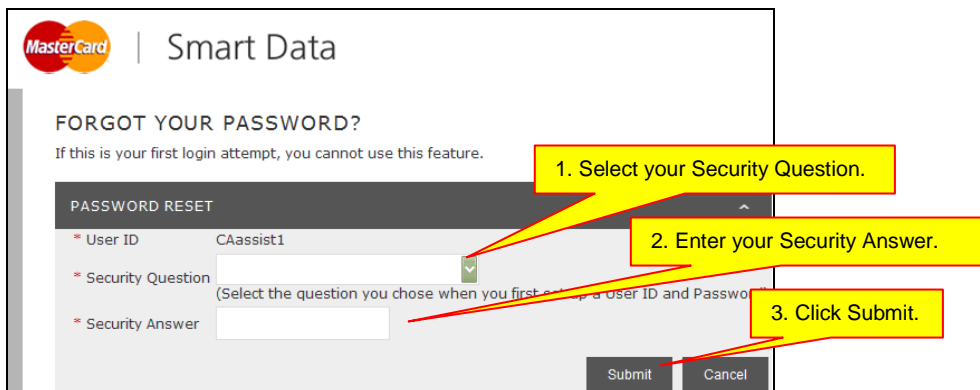
<http://ssa.govnet.qld.gov.au/index.htm>

The screenshot shows the 'Sign In to Smart Data' page. It has a dark red header with the text 'Sign In to Smart Data'. Below the header are two input fields: 'User ID:' and 'Password/Passcode:'. To the right of the 'Password/Passcode:' field is a dark red 'Sign In' button. Below the 'Sign In' button is a blue link 'Forgot Password/PIN?' which is highlighted with a red box. A yellow callout box with the text 'Click here' has an arrow pointing to the 'Forgot Password/PIN?' link. At the bottom of the page is a blue link 'Cardholder Self-Registration'.

The below screen will appear asking for your User ID.



The next screen will ask for your Security Question and Security Answer. These details are the ones you entered when you logged in for the first time.



If you have entered the correct information, Smart Data will send a temporary password to the work address you registered when you logged in for the first time. This password is valid for 60 days.

If you are unsure of your User ID, your nominated supervisor can access this information by logging in to Smart Data.

Or you can email QSS CCU for assistance.

COST ALLOCATING TRANSACTIONS

At the beginning of every month, Cardholders, Cardholder Assistants, Supervisors and Delegate Supervisors will receive an automated email from MasterCard advising that they may now go into Smart Data and cost allocate their expenses for the previous Reporting Cycle.

- If you do not receive an email notice, please contact QSS CCU.

Cardholder Assistant cost allocating in Smart Data

Step 1

Once you have logged in successfully, the following screen will appear.

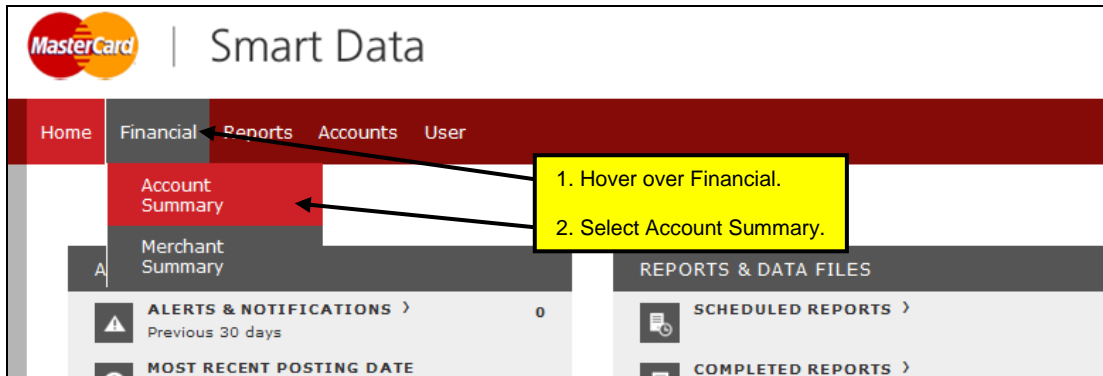
The screenshot shows the MasterCard Smart Data dashboard. At the top left is the MasterCard logo and the text "Smart Data". On the top right, there are links for "Global Search", "Help", "My Profile", "Contact Us", and "Logout". Below this is a navigation bar with "Home", "Financial", "Reports", "Accounts", and "User".

The main content area is divided into several sections:

- ACTIVITY**: A list of activity items with counts and "Previous 30 days" labels. Items include:
 - ALERTS & NOTIFICATIONS > 0
 - MOST RECENT POSTING DATE: No transaction found in the last 30 days.
 - TOTAL USERS: 1
 - TOTAL LOCKED USERS > 0
 - RECENTLY ADDED ACCOUNTS > 0
 - RECENTLY ADDED CARDHOLDER USERS > 0
- REPORTS & DATA FILES**: A list of report and data file categories with "More" buttons:
 - SCHEDULED REPORTS >
 - COMPLETED REPORTS >
 - DATA FILES >
- NEWS**: A section with "No data available" and a "More" button.
- LINKS**: A section with "No data available".
- RESOURCE CENTER**: A section with "ONLINE HELP > By Topic".
- REVIEW REQUIRED**: A section with a "Total Items: 0" header and two items:
 - TRANSACTIONS REVIEWED/NOT REVIEWED: 0/0
 - TRANSACTIONS APPROVED/NOT APPROVED: 0/0
- SNAPSHOTS**: A section with two snapshot cards:
 - "Spend By Category" with subtext "Month: Current" and "By: Transaction Amount".
 - "Total Spend".

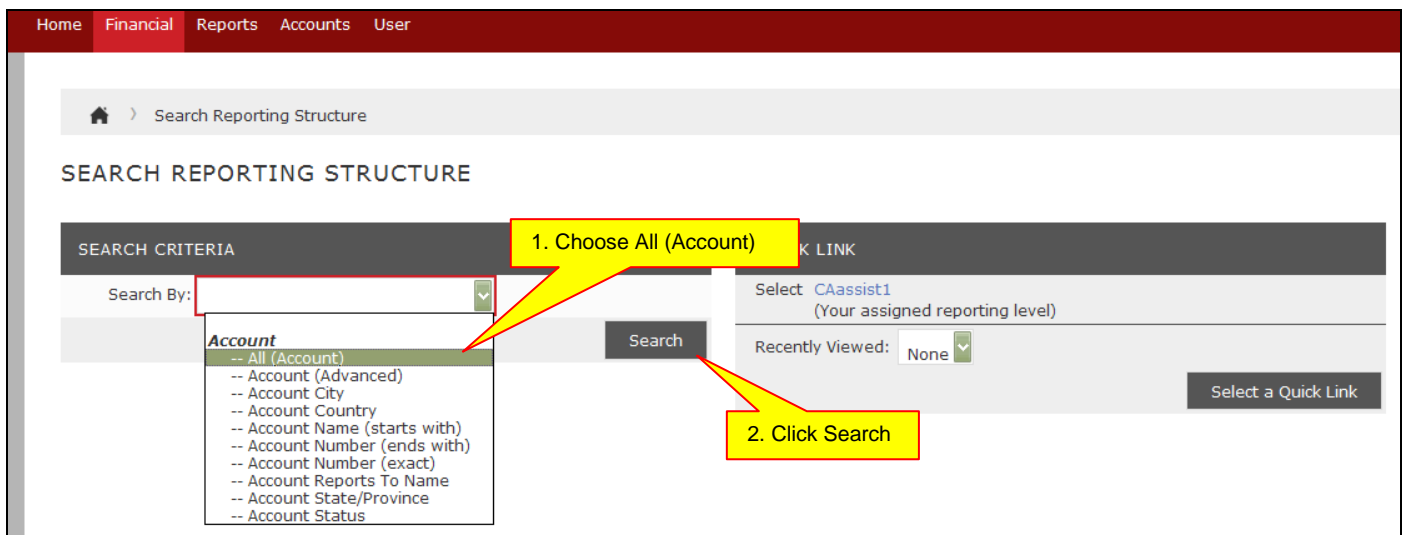
Step 2

Hover over the Financial tab and select Account Summary from the drop-down menu.

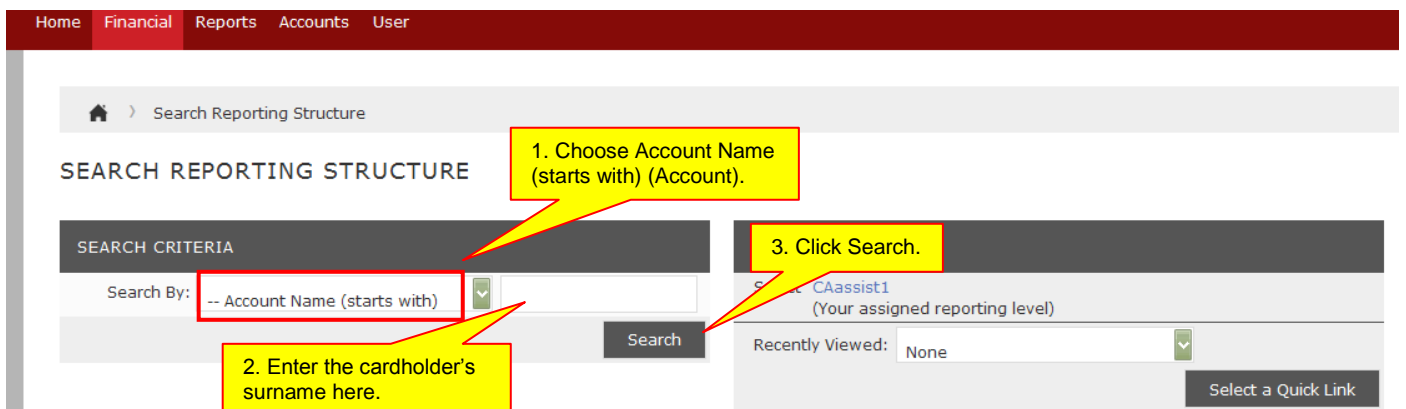


Step 3

The following screen will appear. Under Search Criteria, choose "All (Account)" from the drop-down menu and click on Search.



Or if you have a number of cardholders you have access to, select "Account Name (starts with)" from the drop-down menu, and then type the surname of the cardholder.



Step 4

The next screen will display all cardholder accounts you have access to reconcile. Click on a Cardholder Name to open an account.

SEARCH REPORTING STRUCTURE

SEARCH CRITERIA

Search By: -- All (Account)

Search

QUICK LINK

Select CAassist1
(Your assigned reporting level)

Recently Viewed: None

Select a Quick Link

SEARCH RESULTS

Page 1 of 1 Go

Cardholder Name 1	Cardholder Name 2	Account Number	City	State	Country	Reports To	Status
MR JOE SMITH		XXXX-XXXX-XXXX-0000	BRISBANE	QLD	AUSTRALIA	--	Active

Page 1 of 1 Go

Step 5

The below screen will appear. Select the appropriate Reporting Cycle, and click Search.

Reporting Cycles are pre-defined date ranges (usually statement cycles) set by MasterCard. Reporting Cycles do not necessarily fall in line with calendar months, e.g. some Reporting Cycles begin on the last or second-last day of the previous month, and similarly they can end before the end of the calendar month. It is advisable to **always choose the Reporting Cycle** (do not enter a date range) when costing or running reports.

Home Financial Reports Accounts User

SEARCH REPORTING STRUCTURE Transaction Summary

TRANSACTION SUMMARY

GPO BOX 173 • BRISBANE, QLD 4001

SEARCH CRITERIA [Advanced Search](#)

Reporting Cycle: [Dropdown]

Date Range: From [Dropdown] To [Dropdown]

Date Type: [Dropdown]

Data available starting: 1 [Dropdown]

Search

1. Choose Reporting Cycle and select a month.

2. Click Search.

Step 5

The next screen will show all purchases made for that chosen Reporting Cycle.

TRANSACTION SUMMARY
 ME GPO BOX 173 • BRISBANE, QLD 4001

SEARCH CRITERIA [Advanced Search](#)

Reporting Cycle: July 2014
 28/06/2014 to 30/07/2014
 Date Type: Posting Date

Date Range: From: 28/06/2014 To: 30/07/2014
 Date Type: Posting Date
 Data available starting: 14/10/2011

SEARCH RESULTS

Expand All | Collapse All Search Total: 504.26

Page 1 of 1 Go

Detail	Reviewed	Approved	Posting Date	Transaction Date	Description	Transaction Amount	GST Amount	Additional Information
	<input type="checkbox"/>	<input type="checkbox"/>	04/07/2014	04/07/2014	QANTAS AIRWAYS LIMITED BRISBANE AIRP, -- ---	211.08	19.19	
	<input type="checkbox"/>	<input type="checkbox"/>	07/07/2014	04/07/2014	BUNNINGS 417000 ROCKLEA, -- ---	203.33	18.48	
	<input type="checkbox"/>	<input type="checkbox"/>	07/07/2014	04/07/2014	RSEA ACACIA RIDGE ACACIA RIDGE, -- -4110	89.85	8.17	

Page 1 of 1 Go

Step 6

Click on Expand All to display the Accounting Codes Information required and select Edit Accounting Codes to enable each transaction to be reconciled.


SEARCH RESULTS

Expand All | Collapse All Search Total: 504.26

Page 1 of 1 Go

Detail	Reviewed	Approved	Posting Date	Transaction Date	Description	Transaction Amount	GST Amount	Additional Information
	<input type="checkbox"/>	<input type="checkbox"/>	04/07/2014	04/07/2014	QANTAS AIRWAYS LIMITED BRISBANE AIRP, -- ---	211.08	19.19	
ACCOUNTING CODES INFORMATION								
GL Account	Cost Collector	Tax Code	Expense Description	Tax invoice attached?				
	7-02706-02							
	<input type="checkbox"/>	<input type="checkbox"/>	07/07/2014	04/07/2014	BUNNINGS 417000	203.33	18.48	

Click Edit Accounting Codes

Alternatively, you may expand the transaction one by one instead of expanding all transactions at once. Click on the Accounting Detail icon  to expand the transaction you would like to work on.

SEARCH RESULTS

Expand All | Collapse All Search Total: 113.20

Page 1 of 1

Detail	Reviewed	Approved	Posting Date	Transaction Date	Description	Transaction Amount	GST Amount	Additional Information
	<input type="checkbox"/>	<input type="checkbox"/>	02/07/2014	01/07/2014	SAFETYFORME PTY LTD BRISBANE, QLD -4001	113.20	10.29	


Page 1 of 1

Click the Accounting Detail icon

Step 7

Perform the cost allocation by entering the details for each transaction, also ensuring that the GST Amount field is showing the amount as per your invoice.

Please note that each agency/department will require specific cost allocation fields, and may include or exclude some of the fields in the following examples. Please ensure that each required field, marked with a red asterisk, are completed.

Detail	Reviewed	Approved	Posting Date	Transaction Date	Description	Transaction Amount	GST Amount	Additional Information
	<input type="checkbox"/>	<input type="checkbox"/>			QANTAS AIRWAYS LIMITED BRISBANE AIRP. --- ---	211.08	19.19	

7. Click Save

2. Select a General Ledger Account code from the drop-down list.

3. Select a cost collector code, i.e. Cost Centre, WBSE, etc., from the drop-down list.

4. Select a Tax Code from the drop-down list.

5. Enter a brief description of the expense.

6. Select whether a tax invoice is attached or not.

1. Change the GST amount, if required, to match the amount in your invoice.

GL Account: 7-02706-02
Cost Collector: 7-02706-02
Tax Code: *
Expense Description: *
Tax invoice attached?: *

Copy to All on Page




IMPORTANT NOTE: Click on the Save button  after each transaction so any data input is retained. Smart Data will log you out after 15 minutes of inactivity.

Cardholder Assistant splitting a transaction in Smart Data

At times, you may need to split a transaction between Cost Centres, GL Account or Tax codes for an invoice that contains mixed purchases. This is done by splitting the transaction in Smart Data, and recording the relevant details apportioned to each amount.


Step 1

From the Transaction Summary screen, split the transaction by selecting the Split Transaction icon .

Detail	Reviewed	Approved	Posting Date	Transaction Date	Description	Transaction Amount	GST Amount	Additional Information
			04/07/2014	04/07/2014	QANTAS AIRWAYS LIMITED BRISBANE AIRP, ---	211.08	19.19	
			07/07/2014	04/07/2014	BUNNINGS 417000 ROCKLEA, ---	203.33	18.48	
				014	RSEA ACACIA RIDGE	89.85	8.17	

Click the Split Transaction icon

Step 2

In the Split Transaction screen, you will need to change the GST Amount field to the amount as per your invoice, choose the number of splits you wish to make, and then click the Add button . It is also important to ensure that Split By is set to "Amount".

Search Reporting Structure > Transaction Summary > Split Transaction

SPLIT TRANSACTION


1 - GPO BOX 173 • BRISBANE, QLD 4001

Financial Detail | Split Detail

1. Change the GST amount, if required, to match the amount in your invoice.

Reviewed	Approved	Exported	Posting Date	Transaction Date	Description	Transaction Amount	GST Amount	Net Transaction Amount	Additional Information
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	04/07/2014	04/07/2014	QANTAS AIRWAYS LIMITED BRISBANE AIRP, LINK ---	211.08	19.19	191.89	

Ensure that this is set to Amount.

Split(s): 

Split By: Amount | Split and Balance To: Total Transaction Amount


2. Enter the number of splits required

3. Click Add

This transaction does not have any splits defined.

Totals:

Step 3

The below screen will appear showing the number of splits requested. Enter a brief description of the split in the Description field. Then click the Save button  to apply the splits.

Financial Detail | Split Detail

Reviewed Approved Exported Posting Date Transaction Date Description Transaction Amount GST Amount Net Transaction Amount Additional Information

04/07/2014 04/07/2014 QANTAS AIRWAYS LIMITED BRISBANE AIRP, UNK --- 211.08


Split(s): 2 Add

Remove Expand All | Collapse All

Split By: Amount Split and Balance To: Total Transaction Amount

Description	Percent	Amount	GST Amount	Net Amount
Brief description 1	50.00	105.54	9.60	95.94
Brief description 2	50.00	105.54	9.59	95.95
Totals:	100.00	211.08	19.19	191.89

Step 4

The system will post a message that the changes have been applied. You will be able to click the Expand All option, or open one split at a time by clicking on the Accounting Detail  icon, to display the Accounting Codes Information.

Home > Search Reporting Structure > Transaction Summary > Split Transaction

Financial Transaction successfully modified.

SPLIT TRANSACTION

GPO BOX 173 • BRISBANE, QLD 4001

Financial Detail | Split Detail

Reviewed Approved Exported Posting Date Transaction Date Description Transaction Amount GST Amount Net Transaction Amount Additional Information

04/07/2014 04/07/2014 QANTAS AIRWAYS LIMITED BRISBANE AIRP, UNK --- 211.08 19.19 211.08

Split(s): 2 Add

Remove Expand All | Collapse All

Split By: Amount Split and Balance To: Total Transaction Amount

Description	Percent	Amount	GST Amount	Net Amount
Brief description 1	50.00	105.54	9.60	95.94
Brief description 2	50.00	105.54	9.59	95.95
Totals:	100.00	211.08	19.19	191.89

Step 5

You may now start cost allocating the split transactions. Refer to Steps 6-7 on how to cost allocate a transaction.

Step 6

To go back to the Transaction Summary screen, click on the Transaction Summary link in the menu as shown below.

The screenshot shows the 'Transaction Summary' screen. At the top, there is a navigation bar with 'Transaction Summary' highlighted in a red box. A yellow callout box with a red arrow points to this box, containing the text: "Click Transaction Summary to return to the Transaction Summary screen." Below the navigation bar, a green message bar states "Financial Transaction successfully modified." The main content area is titled "SPLIT TRANSACTION" and shows a table of transaction details. The table has columns for Reviewed, Approved, Exported, Posting Date, Transaction Date, Description, Transaction Amount, GST Amount, Net Transaction Amount, and Additional Information. A single transaction is listed for QANTAS AIRWAYS LIMITED BRISBANE AIRP, UNK --- with a transaction amount of 211.08 and a GST amount of 19.19. Below the table, there are controls for "Expand All" and "Collapse All", and a "Split(s):" field set to 2. A summary table at the bottom shows the split details for the transaction.

Reviewed	Approved	Exported	Posting Date	Transaction Date	Description	Transaction Amount	GST Amount	Net Transaction Amount	Additional Information
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	04/07/2014	04/07/2014	QANTAS AIRWAYS LIMITED BRISBANE AIRP, UNK ---	211.08	19.19	211.08	


Description	Percent	Amount	GST Amount	Net Amount
Brief description 1	50.00	105.54	9.60	95.94
Brief description 2	50.00	105.54	9.59	95.95
Totals:	100.00	211.08	19.19	191.89

Step 7

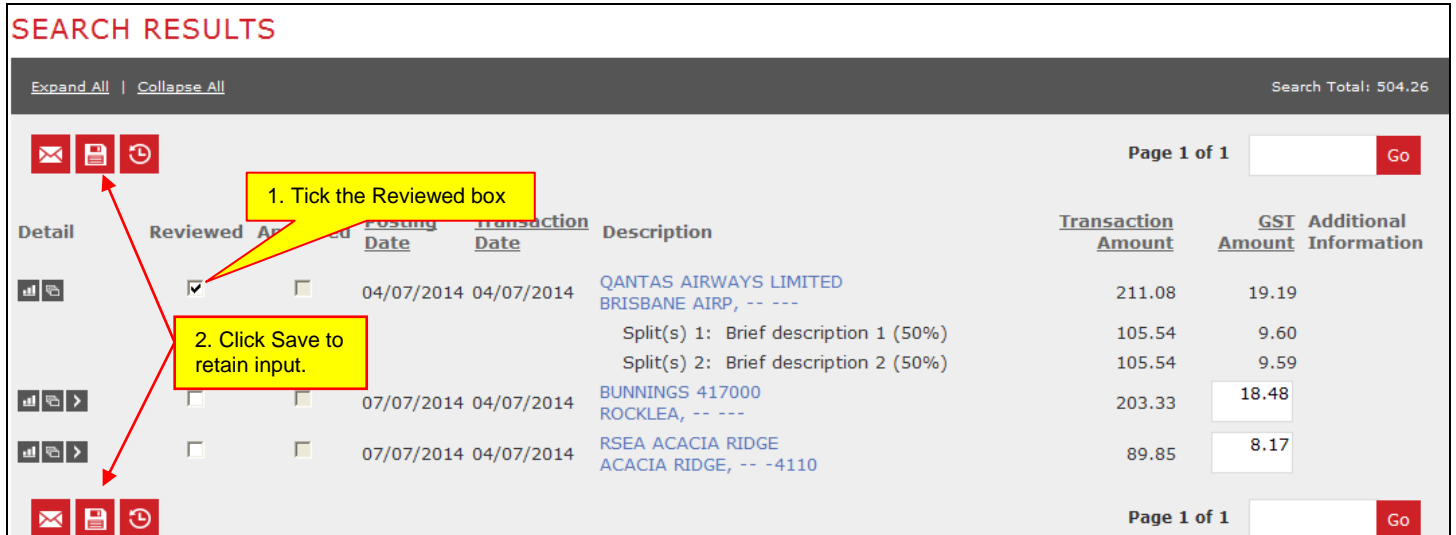
In the Transaction Summary screen, you will notice that the splits are now displayed.

The screenshot shows the "SEARCH RESULTS" screen. It displays a table of search results with columns for Detail, Reviewed, Approved, Posting Date, Transaction Date, Description, Transaction Amount, GST Amount, and Additional Information. A yellow callout box with a red arrow points to the split transaction rows, containing the text: "Split transactions displayed." The table shows three transactions: QANTAS AIRWAYS LIMITED BRISBANE AIRP, --- (211.08 total, split into two 105.54 transactions), BUNNINGS 417000 ROCKLEA, --- (203.33 total, split into two 105.54 transactions), and RSEA ACACIA RIDGE ACACIA RIDGE, ---4110 (89.85 total, split into two 8.17 transactions).

Detail	Reviewed	Approved	Posting Date	Transaction Date	Description	Transaction Amount	GST Amount	Additional Information
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	04/07/2014	04/07/2014	QANTAS AIRWAYS LIMITED BRISBANE AIRP, ---	211.08	19.19	
					Split(s) 1: Brief description 1 (50%)	105.54	9.60	
					Split(s) 2: Brief description 2 (50%)	105.54	9.59	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	07/07/2014	04/07/2014	BUNNINGS 417000 ROCKLEA, ---	203.33	18.48	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	04/07/2014	04/07/2014	RSEA ACACIA RIDGE ACACIA RIDGE, ---4110	89.85	8.17	

Once you are satisfied that all of the transactions have been coded correctly, tick the “Reviewed” box against each transaction and then click on the Save button . This will lock the transactions so no further changes can be made.

The Corporate Card Unit can unlock reviewed transactions should an amendment be required.



SEARCH RESULTS

Expand All | Collapse All Search Total: 504.26

Page 1 of 1

Detail	Reviewed	Approved	Posting Date	Transaction Date	Description	Transaction Amount	GST Amount	Additional Information
	<input checked="" type="checkbox"/>	<input type="checkbox"/>	04/07/2014	04/07/2014	QANTAS AIRWAYS LIMITED BRISBANE AIRP, ---	211.08	19.19	
					Split(s) 1: Brief description 1 (50%)	105.54	9.60	
					Split(s) 2: Brief description 2 (50%)	105.54	9.59	
	<input type="checkbox"/>	<input type="checkbox"/>	07/07/2014	04/07/2014	BUNNINGS 417000 ROCKLEA, ---	203.33	18.48	
	<input type="checkbox"/>	<input type="checkbox"/>	07/07/2014	04/07/2014	RSEA ACACIA RIDGE ACACIA RIDGE, -- -4110	89.85	8.17	

Page 1 of 1

Click on the Home tab to return to the Home page.



MasterCard | Smart Data Global Search | Help | My P

Home **Financial** Reports Accounts User

Click Home

Home > Search Reporting Structure > Transaction Summary

TRANSACTION SUMMARY

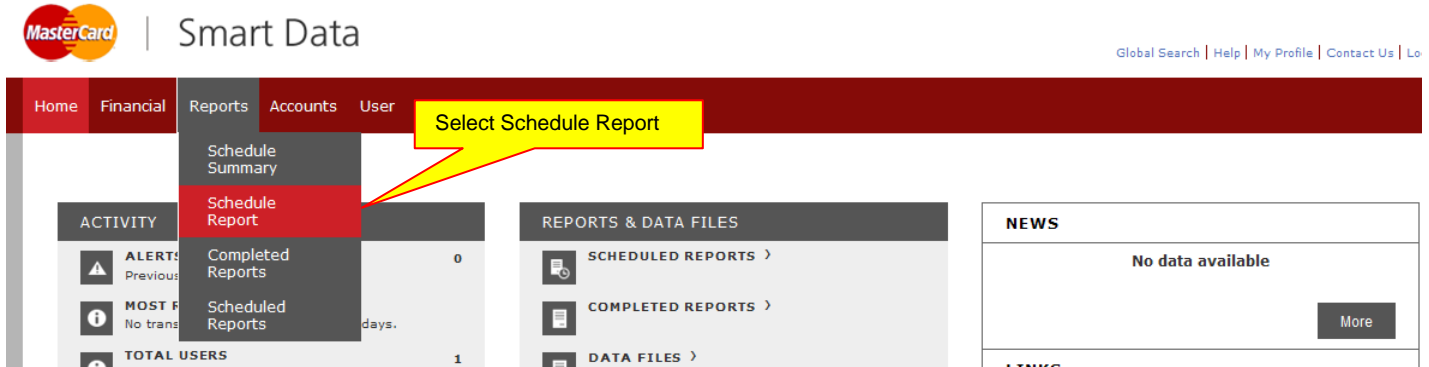
The next section outlines the procedure on how to print the Expense Report.

The hardcopy of the Expense Report (signed by the cardholder) and all supporting documentation for the transactions must be completed as outlined in your agencies policies and procedures.

CARDHOLDER ASSISTANT PRINTING AN EXPENSE REPORT

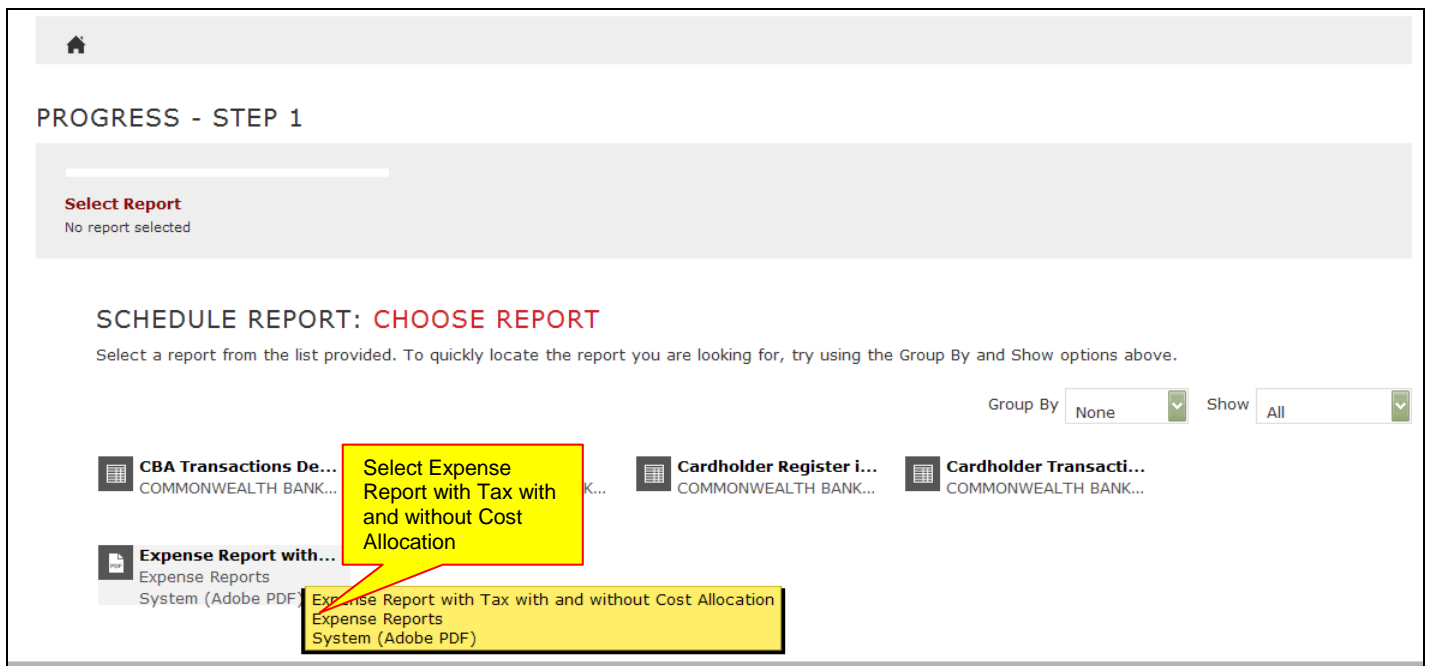
Step 1

From the Home page, hover your cursor on the Reports tab, and select Schedule Report from the drop-down menu.



Step 2

On the next screen, select Expense Report with Tax with and without Cost Allocation



Step 3

On the next screen, in the Account Name field, type in the cardholder's surname whose report you would wish to run, and then click Search.

Click on the cardholder's name when it appears on the next screen.

SEARCH RESULTS

Name	Account Number	City, State/Province Country	Company Name Reports To	Status
MR JOE SMITH	XX-XXXX0000	BRISBANE,	QUEENSLAND GOVERNMENT	Active

Step 4

On the Filters screen, just click on the Next button to proceed to the next step

PROGRESS - STEP 3 OF 5

Select Report: Expense Report with Tax with and without Cost Allocation
Select Entity: MS KERRIE E ABBERTON
Select Filters: No filters applied
Report Options: Customize your report
Frequency: Run Once

SCHEDULE REPORT: FILTERS
Select the field, type, and value Click the Add button to add the filter.

Field [] Type []
Add

<input type="checkbox"/>	Field	Type	Value
To add a filter, enter the filter criteria above and click the Add button.			

Back Next Cancel Delete

Click Next.

Step 5

On the Options screen, ensure you have the following selected, and then click Next.

PROGRESS - STEP 4 OF 5

Select Report: Expense Report with Tax with and without Cost Allocation
Select Entity: MS KERRIE E ABBERTON
Select Filters: No filters applied
Report Options: Customize your report
Frequency: Run Once

SCHEDULE REPORT: OPTIONS
Specify the schedule report options below, then click Next or Save to continue.

Date Type: Posting Date
Report Format: Adobe PDF
Number Format: XX,XXX.XX
Date Format: DD/MM/YYYY
Additional Options: Include Splits
Description: []
Notify Me At: LORI.TROTMAN@DSITIA.QLD.GOV.AU
Enter up to five e-mail addresses separated by commas

Back Next Save Cancel

Select Posting Date
Select "Adobe PDF" format
Always tick the Include Splits box.
Enter a brief description of the report, e.g. J Smith Sep 2013
Check Email address
Click Next to proceed

Step 6

On the Frequency screen, ensure that you select the appropriate Reporting Cycle, and then click Save. This will then schedule the report.

SCHEDULE REPORT: FREQUENCY
Choose the frequency and date range to use to schedule this report, then click Save to continue.

Run Once
From Date: 15/09/2014 To Date: 14/10/2014 Schedule Offset: 0 (in days)

Daily
Start Date: 15/10/2014 Days to Run: 1 Schedule Offset: 0 (in days)

Weekly
From Day: Sunday To Day: Sunday (in days)

Monthly
From Day: (in days) To Day: (in days)

Reporting Cycle
Date Type: Posting Date
Reporting Cycle: (dropdown menu open showing months from January 2013 to December 2014)

Number of Cycles to Run: 1 Schedule Offset: 0 (in days)

Buttons: Back, Save, Cancel

You will receive an email from sdg2@mastercard.com once the report is ready.

To open and print your report, return to the home page by clicking on the Home tab at the top of the screen.

Step 8

On the Home page in Smart Data, the Completed Report section in the Reports and Data Files section will have the reports you have previously exported. Click on the link (report name) to open the Expense Report.

MasterCard | Smart Data

Global Search | Help | My Profile | Contact Us | Logout

Home Financial Reports Accounts User

ACTIVITY

- ALERTS & NOTIFICATIONS > 0
Previous 30 days
- MOST RECENT POSTING DATE
No transaction found in the last 30 days.
- TOTAL USERS 1
Previous 30 days
- TOTAL LOCKED USERS > 0
Previous 30 days
- RECENTLY ADDED ACCOUNTS > 0
Previous 30 days
- RECENTLY ADDED CARDHOLDER USERS > 0
Previous 30 days

REPORTS & DATA FILES

- SCHEDULED REPORTS >
- COMPLETED REPORTS >
- DATA FILES >
- EXPENSE REPORT WITH TAX WITH AND WITHOUT COST ALLOCATION >
J Smith mmm yy - 17/10/2014

NEWS

No data available

LINKS

No data available

RESOURCE CENTER

ONLINE HELP >
By Topic

Step 9

The Expense Report will appear as shown.

Expense Report with Tax with and without Cost Allocation
Posting Date: 31/07/2013 - 29/08/2013

MasterCard

Posting Date	Transaction Date	Description	Reviewed	Approved	Net Amount	GST Amount	Expense Amount [GST Inclusive]
05/08/2013	02/08/2013	GM CABS AUSTRALIA MASCOT, UNK, AUS, 2020	✓	✓	45.20 AUD	4.52 AUD	49.72 AUD
Expense Description:							
Accounting Codes: 525012 MV - Taxi Fares 7-02867-01 P1 - 10% GST taxi fare RWW Yes							
Card Sub-Total							49.72
Non-Card Subtotal							0.00
Net Transaction Amount							45.20
GST Grand Total							4.52
Grand Total							49.72

I confirm that the charges above were incurred for business purposes in keeping within the policy of
attached or have been received from the vendor and will be attached when received according to the policies of

This expense report has been completed by: _____
Signed _____ Print Name _____ Date _____

This expense report has been verified and approved by: _____
Authorised _____ Print Name _____ Date _____

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Lori GUINTU (Coy Admin) (LoriGuintu2, Company Program Administrator)

Step 10

Print the Expense Report.

Collate and attach all tax invoices and supporting documentation to the report and sign the Expense Report before forwarding the documentation to your supervisor for checking and approving.

CARDHOLDER REPORTING NIL TRANSACTIONS

Where no transactions have occurred in the Reporting Cycle, Supervisors may request cardholders to print an Expense Report. If requested, it is recommended that cardholders print and file a copy of any documentation to show that there is no activity within the Reporting Cycle. This simplifies any audit requirements.

Alternatively, it may be determined that an email from the cardholder to the supervisor may be sufficient. It is not mandatory for the cardholder to print and submit a nil transactions Expense Report for the Reporting Cycle. It is at the discretion of the cardholder's supervisor/s to determine whether a nil response is required.

It is highly recommended for Supervisors to review their cardholders' activities in Smart Data, regardless of advice from cardholders that there are no transactions for the Reporting Cycle.

GLOSSARY

Cardholder

A person to whom a corporate card is issued

Cardholder Assistant

A person nominated to assist the cardholder to enter/review the cost allocation of transactions into Smart Data and match transactions to receipts/tax invoices.

Supervisor

A person nominated by the cardholder to review and sign Expense Reports, and to approve transactions in Smart Data. This person is responsible for ensuring cardholder transactions are valid and accurately cost allocated and that all paperwork is submitted. The supervisor must be a higher level officer than the cardholder.

Delegate Supervisor

A person assisting the Supervisor to perform the online activities in Smart Data associated with approving a cardholder's monthly transactions.

Expense Report

A hardcopy summary of the monthly transactions cost allocated to the appropriate accounting codes.

GL Account

An account number used to charge a purchase.

Cost Collector (Cost Centre/Internal Order)

A cost collector is used in SAP specifically to allocate a cost to a work unit, project etc. It is part of the SAP controlling module which tracks postings to revenue and expense accounts.

Tax Code

A code used to identify various types of purchases for GST purposes.

Trading Partner (CPID – Counter Party Identifier)

A code which identifies the other party, usually the merchant, to a transaction. It is used by Queensland Treasury to track intra/inter-government and private company activity for statistical reporting.

CORPORATE CARD UNIT CONTACT DETAILS

Corporate Card Unit, Queensland Shared Services

Address: Corporate Card Unit
Queensland Shared Services
GPO Box 173
Brisbane
QLD 4001

Email: Visit your agency's QSS Customer Website for contact details on
<http://ssa.govnet.qld.gov.au/index.htm>

Please direct all policy-related enquiries to your agency Corporate Finance Office.

SMART DATA QUICK REFERENCE GUIDE for CARDHOLDER ASSISTANTS

Smart Data website: <https://sdg2.mastercard.com>

Costing Transactions

1. Select *Financial > Account Summary*.
2. Select *All (Account)* in *Search Criteria*.
3. Click on cardholder name to open account.
4. Select *Reporting Cycle*. Click *Search*.
5. Click *Expand All* to see transactions that need costing.
6. Click *Edit Accounting Codes*.
7. Complete costing for each transaction.
8. Click *Save*.
9. Click the *Reviewed* tick box to lock transaction.
10. Click *Save*.

Running the Expense Report and finalising reconciliation

1. Select *Reports > Schedule Report*.
2. Select *Expense Report with Tax with and without Cost Allocation*, then click *Next*.
3. Select *All (Account)* in *Search Criteria*
4. Click on cardholder name you wish to run report for.
5. Click *Next* on *Filters* screen.
6. In the *Options* screen, tick *Include Splits* box and enter a brief description of report. Click *Next*.
7. Select *Reporting Cycle* (last option), then select statement month in the drop-down menu. Click *Save*.
8. System will send you an email when report is complete.
9. In the *Home* page, under *Reports and Data Files*, click on the report.
10. Print a copy of the report and attach relevant supporting documentation.
11. Sign and date report and submit to your supervisor for approval online and on hardcopy.
12. Report is stored in the system for 30 days only. Save a copy if you wish to retain.

Hints and Tips

- Smart Data will log you out after 15 minutes of inactivity. Ensure you save costing to each transaction as you go.
- Applying splits must be completed in sequence as per the manual.
- Check bottom of screen for multiple pages.
- When navigating in the system, **do not use the browser Back button**. This can cause an error. Use the breadcrumbs instead of the browser's Back and Forward buttons to navigate in the application. *Breadcrumbs* show where you are in the current workflow and provide links to return you to the previous screen.

